



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

Board of Barbering

Agency

Dec. 1990

Schedule Date

Unit

Change Date

Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Douglas Clapper

Agency Head

12-4-90

Date of Approval

Ann Davis

Agency Records Officer

12-4-90

Date of Approval

Richard M. Relding

State Archivist and Records Administrator
Director, Public Records Division

12-7-90

Date of Approval

[Signature]

Chairman, Archives and Records Commission

12-14-90

Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Tim Mcintosh

Records Analyst/Regional Administrator

11-28-90

Date of Approval

Barbara Trayne

Appraisal Archivist

11/29/90

Date of Approval

Wesley Moser

State/Local Records Branch Manager

11/28/90

Date of Approval

The determination as set forth meets with my approval.

Bob Babbage by Regina Grubbs

Auditor of Public Accounts

12/10/90

Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: December 13, 1990

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

General Government
Barbering, Board of

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
01973	Master Folders (C) KRS 61.878 (1),(a) Medical information only. (V)	This series documents information kept by the Board of Barbering on all students enrolled in a barbering school in Kentucky. Any person with a high school diploma or GED can enroll in an accredited barbering school. Once enrolled, the high school diploma or GED certificate is sent from the barber school to the Board. Pursuant to KRS 317.540, the barber school must provide a prescribed course of instruction of not less than fifteen hundred (1500) hours as a prerequisite to graduation. Once the student has completed school, a certification of hours completed is sent the Board. The student is then eligible for an apprentice license and is notified to come in and take the exam. Once the exam is completed, the student will be notified, by letter, whether they passed or failed. If they pass, the license is mailed to the student from the Board. The master folder is started at this time. The student must work as an apprentice for eighteen months and then is notified to apply for the regular exam within the next twelve months. Once this test is passed and the fee is collected, the person is licensed as a barber. The licenses must be renewed every year. If the license is not renewed for five years, the person must submit a new application and retake the test.	Regular Application; Exam scores; Apprentice application; Enrollment information; Medical exam; High school diploma or GED certificate; License cards; Answer sheet; Verification cards; Photo; Correspondence	Agency: Indefinite	Records Center: 20	Archives Center: 25 Transfer to State Records Center five years after date of last renewal
01974	Verification Cards (V)	This series documents information on each barber licensed by the Board of Barbering. Once the applicant has passed the test and is licensed, a verification card is created for that person. This card would document the license renewal each year.	Name; Address; Exam Date; Social Security Number; License Number and Year	Agency: Indefinite	Records Center: NA	Archives Center: Permanent Transfer to State Archives Center five years date of last renewal
01975	Examination Record	This series documents names and addresses of students taking the barber license examination. It lists the specific date and time each exam is given for each student. This record is used for quick reference and scheduling of exams.	Name of student; Address; Code number; Time of exam; Class; Score; Date of exam; Apprentice license number	Agency: 2 Years Destroy	Records Center: NA	Archives Center: NA
01976	Drop-Out File (C) KRS 61.878 (1)(a) Medical information only.	This series represents the file kept on all students who dropped out of barbering school. At their enrollment, the school sends the Board of Barbering the student's high school diploma or GED certificate and medical examination. This information is kept until the student completes school and passes the test. The school notifies the board once a student has dropped out and sends the certification of hours completed. The student's records are then pulled and a drop-out file is created.	Enrollment information; Medical exam; High school diploma or GED certificate; Certification of hours completed; Permit card	Agency: 5 Years Destroy	Records Center: NA	Archives Center: NA

STATE AGENCY RECORDS RETENTION SCHEDULE

General Government Barbering, Board of

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01977	Individual Attendance Record	This series documents the attendance of all students each month at each barber school. Each barber school sends to the Board of Barbering a daily attendance record for each student enrolled. This is used by the board to verify the number of hours completed by each student. Each student must complete 1500 hours of class work before graduating.	Name of school; Date-Month; Year; Permit number; Name of student; Total hours completed; Daily attendance; Accumulative hours; Grand total	Agency: 2 Years Destroy	Records Center: NA	Archives Center: NA
01978	Index File - Barber Shops	This series was created to help staff quickly check the condition of each barber shop in Kentucky. The Board of Barbering has inspectors who inspect each barber shop to make sure they are in compliance with regulations. If the shop does not meet regulations, the owners are notified on the changes that are needed. If the changes are not made, the shop is ordered closed. The inspections and scores are marked on these cards.	License number; Name of shop; Name of owner; Phone number; Name of manager; Date of inspection; Grade they received	Agency: Indefinite Destroy one year after barber shop is closed	Records Center: NA	Archives Center: NA
01979	License Renewal Application File - Barbers	This series represents the renewal application sent to each licensed barber in Kentucky. The application is completed and return to the Board of Barbering along with the required fee. If the application is not returned within the required time limit, June 1st thru July 31st, the barber is notified, by letter, that his license is expired. He can still renew the license but will have to pay an extra fee. KRS 317.420 contains the licensing requirements.	Address of Board; License number; Name; File number; Residence address; Shop name; Shop address; Signature of applicant	Agency: 2 Years Destroy	Records Center: NA	Archives Center: NA
01980	License Renewal Application File - Barber Shops	This series represents the renewal application sent to each barber shop owner in Kentucky. The barber shop owner must complete the application and return it to the Board of Barbering along with the required fee. The license is renewed every year. KRS 317.420 contains the licensing requirements.	License number; Name of establishment; Street address; City; County; Owners name; Signature of manager (must be licensed barber); Address of Board of Barbering	Agency: 2 Years Destroy	Records Center: NA	Archives Center: NA
03915	Barber Shop Sanitation and Inspection Report File	This series documents inspection information on each barber shop in Kentucky. All barber shops are inspected throughout the state and reports are sent to the Board of Barbering after each inspection. With these reports the board can keep track of how the shops are being operated. Letters are written to the owners if changes are needed. KRS 317.590 states that the board may refuse to issue or renew a license or may revoke, suspend, or place in probation such licenses as are issued upon proper showing of the applicant's or licensee's failure to comply with regulations or rules of the board.	Inspection Reports - (Name, Address, County, License #, General Appearance, Sanitation, Grade, Remarks, Manicuring, Name of inspector, Time, Signature, Date); Inspection from Health Department; Application for license to open new shop	Agency: 2 Years Destroy	Records Center: NA	Archives Center: NA
03916	License Application File (Failed Exam)	This series reflects the application file of persons that have failed the barber license examination given by the Board of Barbering. All applicants, after completing 1500 hours of school, must take and pass an examination before receiving their barber license. The applicants that fail must pay another fee before retaking the test.	Application; Exam scores; Medical record; High school diploma or GED certificate; Answer sheet; Picture	Agency: Indefinite Destroy five years after date of last examination	Records Center: NA	Archives Center: NA